

JOB DESCRIPTION

BAND	GRADE	SUBGRADE	WORKING CONDITIONS
C	5	2	

JOB TITLE	CONTRACT REFERENCE
Middle Years Programme Coordinator	Individual Contract

TITLE OF IMMEDIATE SUPERVISOR	VERSION DATE
Superintendent	May 2018

JOB SUMMARY Assume leadership for Middle Years Programme (MYP).

TASK NO.

The essential functions of this job include, but are not limited to, the following fundamental job duties:	
1.	Serve as the primary liaison with IB as it relates to the MYP.
2.	Lead onsite training related to IB MYP initiatives.
3.	Stay up to date on MYP requirements and changes, and communicate with administration and staff as appropriate.
4.	Ensure proper documentation is maintained for the current Middle Years Programme and for the middle years “wrap” in the global studies grant.
5.	Organize and arrange out of district training and possible site visits related to The Middle Years Programme and Middle Years “wrap”.
6.	Work with staff in making necessary curriculum revisions to meet the needs of the current Middle Years Programme.
7.	Be responsible for overall leadership in the personal project portion of the MYP.
8.	Co-lead and facilitate IB Leadership Team (s).
9.	Assist in developing appropriate marketing, signage, and other program materials needed in the MYP portion of the global studies grant.
10.	Assist in finding and securing appropriate MYP related resources and materials as needed.
11.	Assist in coordinating IB visits from program evaluators and other schools and districts.
12.	Assume shared responsibilities with other IB Coordinators to be the lead for subject areas for Fridley Schools.
13.	Assist in developing a scope and sequence for implementation of the MYP.
14.	Assist with appropriate and timely communications related to the MYP to staff, students, and parents.
15.	Facilitate cooperative interaction and collaboration of the professional staff as it relates

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Middle Years Programme Coordinator

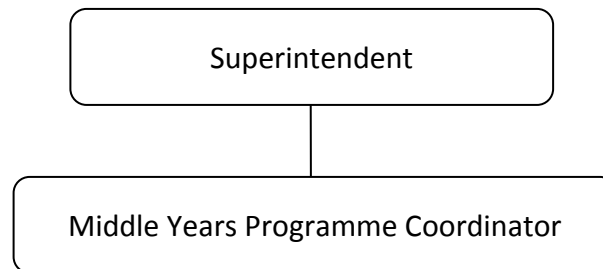
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	to the MYP.
16.	Assist in working with community partners as it relates to the IB program.
17.	Perform other duties as assigned.

QUALIFICATIONS: Required - Appropriate teaching license(s) and experience in the IB.

ORGANIZATIONAL RELATIONSHIPS

SYMBOLS

DIRECT SUPERVISION

INDIRECT SUPERVISION

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WORK DIRECTION

ADVISE/INFORM

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PHYSICAL FACTORS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employed is regularly required to talk, hear, climb, balance, stoop, kneel, reach for objects, stand, walk, push, pull, lift, and use hands to grasp and feel. The employed must frequently lift and/or move up to 25 pounds, occasionally being required to lift and/or move up to 40 pounds or more. Specific vision abilities required include close vision, distance vision, and the ability to adjust focus.